

Welcome

To The

United States Navy

Chaplain Candidate Program Officer (CCPO)

Webpage



Naval Chaplains School, Newport, Rhode Island

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Chaplain Candidate Program Officer

Information Site

The points of contact:

- **Officer in Charge:** LCDR Larry D. Kalsow, CHC, USN, is the Officer in Charge of the Chaplain Candidate Program. He is an instructor at the Chaplain School. He will maintain contact with you through e-mails and phone conversations. He will be your chaplain point of contact while you attend training at Newport.
- **Program Manager:** Ms. Patricia Kyle manages the day-to-day activities of the CCPO program. She will assist you with orders to Newport or to your On-The-Job (OJT) location and your superseding package.
- **Yeoman:** YN1 (TAR) Kelly Hahn handles the administrative aspects of the program, which include official records and reserve points.

The Chaplain Candidate Program Officer Handbook

- **Reserve Unit information:**

All chaplain candidates are members of the Naval Reserve Unit NRSE CHAPLAIN OFFICER STUDENT. The Reserve Unit Identification Code (RUIC) is 2525C and the Activity Process Code (APC) is 2572001.

Any questions? Contact the CCPO Program:

Address:

Naval Chaplains School, NETC
NRSE CHAPLAIN OFFICER STUDENT UNIT
114 Porter Avenue
Newport, RI 02841-1210

Phone:

Commercial	(800) 535-9026
DSN	948-7912
FAX	(401) 841-7045
FAX DSN	948-7045

E-mail Addresses:

larry.d.kalsow@cnet.navy.mil
patricia.kyle@cnet.navy.mil
kelly.j.hahn@cnet.navy.mil

Officer-in-Charge Chaplain Candidate Program

Larry D. Kalsow
Lieutenant Commander, CHC, USN



Chaplain Kalsow was born in 1950 at LaPorte, Indiana. In addition to his 1976 Master of Divinity Degree from Concordia Theological Seminary, Springfield, Illinois, Chaplain Kalsow was awarded a Master of Arts Degree in Counseling in 2000 from Liberty University.

Ordained in the Lutheran Church Missouri Synod in July of 1976, Chaplain Kalsow has served congregations in Wathena, Kansas and then Emporia, Kansas.

Chaplain Kalsow entered the Navy Chaplain Program as a direct accession candidate in June of 1987. His tours have included Corry Station, Pensacola, Florida; Naval Air Station Sigonella Sicily; Second Light Armored Reconnaissance Battalion, Camp Lejeune, North Carolina; USS NASHVILLE (LPD13), Norfolk, Virginia; Marine Corps Air Station Beaufort, South Carolina. In addition to his current duties as an instructor at Navy Chaplains School, Chaplain Kalsow also serves as a CREDO chaplain for CREDO NE, Groton, Connecticut.

His Navy personal awards include: Navy Achievement Medal (one star), the Navy Commendation Medal (two stars). Chaplain Kalsow has also been recognized as a Master Training Specialist.

Chaplain Kalsow's hobbies include cycling and motorcycling with his wife of 13 years, Diane and spending time with his grandson, Dakin and daughter, Rachel.

CCPO HANDBOOK

The Goal of the Chaplain Candidate Program Officer Program

The CCPO program is not an end in itself, but a means to become a Navy Chaplain. Your goal is to supersede as soon as you are eligible. Once you complete your educational requirements and all faith group requirements for endorsement, you **MUST** supersede. **You are expected to:**

- **graduate** from an accredited school of theology or university with a Master of Divinity degree or equivalent consisting of at least 90 graduate semester hours of study
 - fulfill respective faith group **ecclesiastical endorsement** requirements needed to supersede as an inactive reserve or active duty Chaplain
 - **supersede** from officer designator 1945 to officer designator 4105 upon completing ecclesiastical endorsement requirements

CCPOs must apply for a superseding appointment to the inactive reserves upon eligibility.

Chaplain Candidate Program Officers

- CCPOs are not Chaplains. Navy instructions make this differentiation.
- Chaplain Candidates are direct commission officers in the United States Naval Reserve who are training for Chaplaincy.
- Chaplain Candidates are considered Individual Ready Reservists (IRR).
- CCPOs are not subject to mobilization and cannot be called to active duty in times of national emergency.
- The officer designator of 1945 identifies one as a CCPO. Upon a superseding appointment to either the inactive reserves or active duty, this designator will change to 4105.
- CCPOs are eligible for promotion in the same manner as other Naval Reserve officers. However, Chaplain Candidates remain in a training status until they supersede or are discharged.

How CCPOs are Addressed

- The proper address of CCPOs is either "Chaplain Candidate" or by rank.
- A chaplain candidate may not be addressed as "Chaplain."

Program Requirements

To remain eligible for the CCPO program chaplain candidates must:

- **Be a Full-Time Student** -- Chaplain candidates must be full-time students pursuing a Master of Divinity or equivalent degree in an accredited school of theology or university. CCPOs who have graduated from a school of theology or university with a Master of Divinity degree or equivalent must be actively seeking to fulfill faith group requirements needed to supersede. **Chaplain candidates are required to immediately notify the Program Manager of change in status as a full-time student, or if you will not seek a superseding appointment upon graduation.** Failure to notify the Program Manager of any changes, or failure to progress to supersede is grounds for separation from the Naval Reserve.
- **Maintain Ecclesiastical Approval** -- It is imperative that chaplain candidates maintain close contact with endorsing agents and others representing their respective faith groups. CCPOs are preparing to be their respective faith group's representative to the Navy. Withdrawal of a chaplain candidate's ecclesiastical approval is grounds for discharge from the Naval Reserve unless a new ecclesiastical approval from another faith group is obtained within a prescribed period. Chaplain candidates must immediately notify the Program Manager of any changes to their ecclesiastical approval to participate in the CCPO program.
- **Keep the Command Informed** - Each chaplain candidate is required to ensure that all personal data is updated and accurate. Failure to update information such as mailing address, telephone number, educational status, or ecclesiastical approval are grounds for discharge.

Program Organization

Reserve Unit Information

- All CCPOs are members of the Naval Reserve Unit "NRSE CHAPLAIN OFFICER STUDENT" located at the Naval Chaplains School, NETC, Newport, RI.
- The Reserve Unit Identification Code (RUIC) is 2525C and the Activity Process Code (APC) is 2572001.

The office is located at:

Naval Chaplains School, NETC
NRSE CHAPLAIN OFFICER STUDENT UNIT
114 Porter Ave.
Newport, RI 02841-1210

The phone numbers are:

COM: (800) 535-9026
(401) 841-7912
DSN: 948-7912
FAX: (401) 841-7045
FAX: 948-7045

Email:

Larry.d.kalsow@cnet.navy.mil
Patricia.kyle@cnet.navy.mil
Kelly.j.hahn@cent.navy.mil

CCPO Management

- The officer and enlisted personnel who manage the CCPO program are assigned to Commanding Officer, Naval Education and Training Center, Newport, RI. CCPO Program staff officers are located at the Naval Chaplains School.
- The immediate supervisor for all CCPOs is the Program Manager. Administrative support for the CCPO program is handled by a Yeoman

What to Expect as a Chaplain Candidate

Provided that annual budget allocations support the planned program projections, chaplain candidates may anticipate the following:

- **First year in the program:** Newly accessed chaplain candidates are required to complete the Chaplains Basic Course at the Navy Chaplains School, Naval Education and Training Center, Newport, Rhode Island during their first year in the

program. The Basic Course is approximately 65 days in duration. It is the prerequisite for future on-the-job-training (OJT) opportunities. OJT will be offered ONLY to chaplain candidates who have completed the Basic Course. CCPOs who have not completed the Basic Course should do so immediately to be eligible for future OJT opportunities.

- **Second year in the program:** OJT is usually a 26-day training opportunity. The objective is to provide OJT in a real-world military setting. OJT may be in one of a variety of settings (i.e. Marines, Coast Guard, shipboard, shore-based base chapel, hospital, etc.)
- **Subsequent years in the program:** OJT opportunities for CCPOs in this category are typically for 14 days. Availability of funds will determine to what degree post-second year CCPOs are offered OJT opportunities.

Chaplain candidates should be aware that all projections of time given for Active Duty Training (ADT) are totally dependent upon the availability of funds. Although relatively stable, some degree of variation is experienced in program funding from fiscal year to fiscal year.

- **Upon graduation or equivalent:**
 1. **Supersede:** CCPOs must supersede immediately upon becoming eligible.
- CCPOs in the program for more than five years will not be given OJT Active Duty Training (ADT) orders.
 2. **Discharge:** Chaplain candidates not progressing toward superseding may voluntarily resign at any time. Chaplain candidates who are not progressing toward the program goal are subject to release from the Naval Reserve. If a voluntary resignation is not submitted by non-qualifying members, NRSE CHAPLAIN STUDENT UNIT will initiate discharge procedures in accordance with Navy instructions.

Additional Options for CCPO Participation

- **Voluntary Drills** – Chaplain candidates may earn retirement points by performing Inactive Duty Training (IDT) to have a “qualifying year.” Such training must be approved and coordinated by the Program Manager since chaplain candidates may not be mobilized and are ineligible for normal reserve unit assignments.

- The first and second years in the program should provide "qualifying years" through Active Duty for Training (ADT) orders (see "Earning Retirement Points" below for more information about "qualifying years".)
- During subsequent years, CCPOs will need additional points for a "qualifying year." An IDT training drill is a four-hour training period. Usually this training consists of two four-hour training drills per day, two days a month spent training with an active duty or reserve Chaplain.
- Voluntary means non-pay; however, it is an opportunity to remain active as a CCPO and also ensures sufficient points are accrued for a "qualifying year."
- **Correspondence Courses** -- The Navy has correspondence courses that earn retirement points as courses are successfully completed. Several courses pertain directly to the Chaplain Corps. For more information, write to:
Commanding Officer
NETPDTC (Code 3182)
6490 Saufley Field Road
Pensacola, FL 32559-5000

phone: (850) 452-1511/1859

Earning Retirement Points

- Your "anniversary year" begins and ends 12 months from your date of commission. To have a "qualifying year" for retirement purposes, you need at least 50 points. You may earn points in the following ways:
 - Each day on ADT orders earns one point (active participation.)
 - Each 4-hour IDT drill earns one point (inactive participation.) If approved to remain in the program post-seminary, a chaplain c candidate may earn retirements points via voluntary, non-pay drills (IDT) at a local reserve unit. IDT requires no-cost Temporary Additional Duty (TAD) orders from the CCPO Program Manager assigning the chaplain candidates to the drill site.
 - Each Naval correspondence course completed earns points (inactive participation).
 - Reservists receive 15 membership points each year (inactive participation.)

- By Navy instruction, Reserve officers may have as many **active** participation points as earned while on ADT.
- CCPOs may earn up to 75 **inactive** participation points each year via IDT or correspondence courses. Any extra inactive participation points at the end of your anniversary year are not credited.
- To compute your inactive participation points each year, add your membership points, IDT points, and correspondence course points. The more points you earn each year, the better for your future retirement. A minimum of 50 points per anniversary year must be accrued for a "qualifying" year. "Non-qualifying" years do not count toward retirement. A minimum of 20 years of "qualifying" service is required in order to qualify for retirement by age 60.
- There are two ways to retire from the Navy: 1) after twenty or more years of active (fifty or more points per year.) All active duty is "qualifying" service.
- Reserve officers should receive an Annual Retirement Point Record/ Annual Statement of Service History after their first year in this program. An Annual Retirement Point Record/ Annual Statement of Service History is the record by which a reserve officer monitors total drill points accrued for retirement. CCPOs should keep copies of endorsed orders, travel claims, and all other pertinent documents. Each service member is responsible to ensure that his or her record is accurate.
- The loss of substantiating documentation may result in lost credit for completed training. Any discrepancies or questions can be directed to the NRSE CHAPLAIN OFFICER STUDENT Naval Reserve Unit.
-

OJT Training Philosophy

On-the-job-training is the primary means by which chaplain candidates are introduced to the rich and unlimited opportunities for ministry in the Sea Services. CCPO OJT is conducted with the following goals:

- **Basic orientation to the Navy/Marine Corps/Coast Guard:** The purpose of this training is to gain an overview of the mission and organization of the respective Navy, Marine Corps or Coast Guard unit to which a chaplain candidate is assigned. The more a chaplain candidate understands the command structure, the more that CCPO will understand the ways in which chaplains actually contribute to the unit's mission. Meeting with and talking to service members throughout the chain of

command will give a chaplain candidate an idea of how vital chaplains are to the health and well being of the organization. CCPOs should also be familiar with the geography of the base, and know the command facilities that are available to all service members.

- **Introduction to all Command Religious Programs in the geographical area:** Chaplain candidates are also provided the opportunity to visit other operational and shore locations where chaplains work. Exposure to various chaplain assignments provides an opportunity CCPOs to develop a more realistic image of the Chaplain Corps. This phase of the training may include a day with a chaplain in a different setting, while fulfilling your primary duty with the command to which you are assigned.
- **Supervised ministry:** A chaplain must supervise all ministry activities performed by chaplain candidates. Although some CCPOs may have met the educational requirements and/or may be ordained (or have the equivalency of ordination), they may not function as a Navy Chaplain. Chaplain candidates may not engage in counseling or sacramental activities which only
- Chaplains are authorized to perform. CCPOs may not serve in the capacity of a Duty Chaplain and cannot be added to any Duty Chaplain Watch bill. Ministry responsibilities assigned to chaplain candidates during OJT may include leading scriptural studies, assisting in worship services, and visitation.

Administration

Officer Service Record

- As Naval Officers, CCPO's have an official service record.
 - CCPO records are maintained at the "NRSE CHAPLAIN OFFICER STUDENT" Naval Reserve Unit located at the Naval Chaplains School, NETC, Newport, RI.
 - An officer's service record is essential to one's career in the Navy. Therefore, it is each officer's responsibility to ensure that all pertinent information in his or her service record is up to date and accurate.
- **Administrative Requirements**

Throughout each chaplain candidate's time in the program, the NRSE CHAPLAIN OFFICER STUDENT UNIT addresses the majority of administrative

requirements. To ensure that records are up to date and that proper credit is received for participation, chaplain candidates are required to respond to periodic requests for new or updated information. The following items are required:

- **School Transcripts** - Chaplain candidates who are still meeting educational requirements are required to submit copies of transcripts after the completion of each semester or quarter. This ensures that each CCPO maintains eligibility in the program.
- **Update Records** -- Chaplain candidates will be mailed forms to update their respective officer service records, and are required to return these forms to NRSE CHAPLAIN OFFICER STUDENT UNIT. The information will ensure that CCPOs are paid properly, receive credit for participation, and that their records are accurate in preparation to supersede to the Chaplain Corps. Whenever there is a change of address, telephone number, marital status, etc., notify the CCPO Program Manager immediately.
- **Annual Report** -- Chaplain Candidates are required to submit a completed Annual Report form in October of each year. This information provides the CCPO Program Manager with a written update of a chaplain candidate's progress toward superseding. It also alerts the office of any recent changes of address, etc.

[Annual Report Form](#)

- **OJT Request** -- To request OJT, chaplain candidates may fax or mail an OJT request form to the Program Manager . Chaplain candidates may not negotiate their own arrangements with active duty commands or captains

[OJT Request Form](#)

- The Program Manager, working with regional chaplains, will arrange OJT locations for all CCPOs. An OJT request for a specific area, chaplain, or type of ministry will be considered; however, there are other factors to be considered when assigning OJTs. The ultimate goal is to provide chaplain candidates with a wide range of exposures to the Navy Chaplaincy. Normally OJTs will be regionally assigned. **No rental cars will be authorized.**

- **IDT Request** -- Enclosure (4) is the form to request IDT (voluntary drills) from the Program Manager. It is important to remember that IDT is an ongoing responsibility. If initiated, chaplain candidates are required to perform all scheduled drills. Failure to perform scheduled drills will be adversely reported in a fitness report. Satisfactory drilling will be positively reflected in your fitness report and allow you to be active in the Navy throughout the year.
- **Retirement Points for OJT** -- Retirement points for your days of on-the-job training are not automatically credited to you. For each set of orders you have completed you must send a copy of your endorsed (signed original) orders and a copy of your Leave and Earnings Statement (LES) to the Program Manager. The original orders and the LES are preferred; however, a clear photocopy will be accepted.

The Goal - Supersede

Once you have completed all educational and faith group requirements for endorsement, you **MUST** supersede. A superseding request and check list is contained in the "Superseding Information" section. Submit your request to supersede to the Program Manager.

[Go to Superseding Information](#)

**GOD BLESS YOU AS YOU PREPARE FOR SERVICE
AS A NAVY CHAPLAIN!**

References

Appointment of Regular and Reserve Officers in the Chaplain Corps of the Navy	SECNAVINST 1120.4A
Administrative Separation of Chaplains	SECNAVINST 1900.1
Administrative Procedures for Naval Personnel on Inactive Duty	BUPERSINST 1001.39B

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Glossary

ACTIVE DUTY FOR TRAINING (ADT). A period in which a Naval Reservist is placed on active duty for the purpose of supervised training, and after which he or she reverts automatically to an inactive status. This is also known as OJT for the CCPO community.

DESIGNATOR. A code for a specialty within the officer corps of the Navy. CCPOs have a designator of 1945. Upon superseding to the Chaplain Corps, the designator changes to 4105.

ECCLESIASTICAL APPROVAL. The official notification to the Navy by an endorsing agency that an individual is eligible to train as a CCPO. Approval is not the same as endorsement. A person must apply for each separately. If ecclesiastical approval is withdrawn, the CCPO must cease functioning as a trainee, and will be administratively discharged from the Navy.

ECCLESIASTICAL ENDORSEMENT. The official notification to the Navy by an endorsing agency that a clergyperson is professionally qualified to represent that faith group within the military Chaplaincy. If the ecclesiastical endorsement is withdrawn, the Chaplain must cease functioning as a Chaplain.

INDIVIDUAL READY RESERVE (IRR). A classification of personnel in the Naval Reserve. Members of the IRR do not hold "pay billets." CCPOs are members of the IRR.

MOBILIZATION. During times of national emergency, reservists are recalled to active duty. CCPOs are not permitted to be mobilized. Members of the Chaplain Corps may be mobilized.

PAY ENTRY BASE DATE (PEBD). The beginning date from which your pay is calculated.

PAY GRADE. The rank you possess which dictates the amount of your pay.

RELIGIOUS PROGRAM SPECIALIST (RP). Enlisted personnel specifically designated to support Chaplains in implementing the Command Religious Program (CRP).

SUPERSEDE. The process of changing an officer's designator. CCPOs change from Chaplain Candidate Program Officers (designator 1945) to members of the Chaplain Corps (designator 4105).

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SUPERSEDING APPOINTMENT REQUESTS

Upon completing the educational and ecclesiastical requirements to supersede, Chaplain Candidates must request to supersede to either active duty or inactive reserves. The Program Manager will send to that candidate (upon request) a superseding appointment package which will consist of the following:

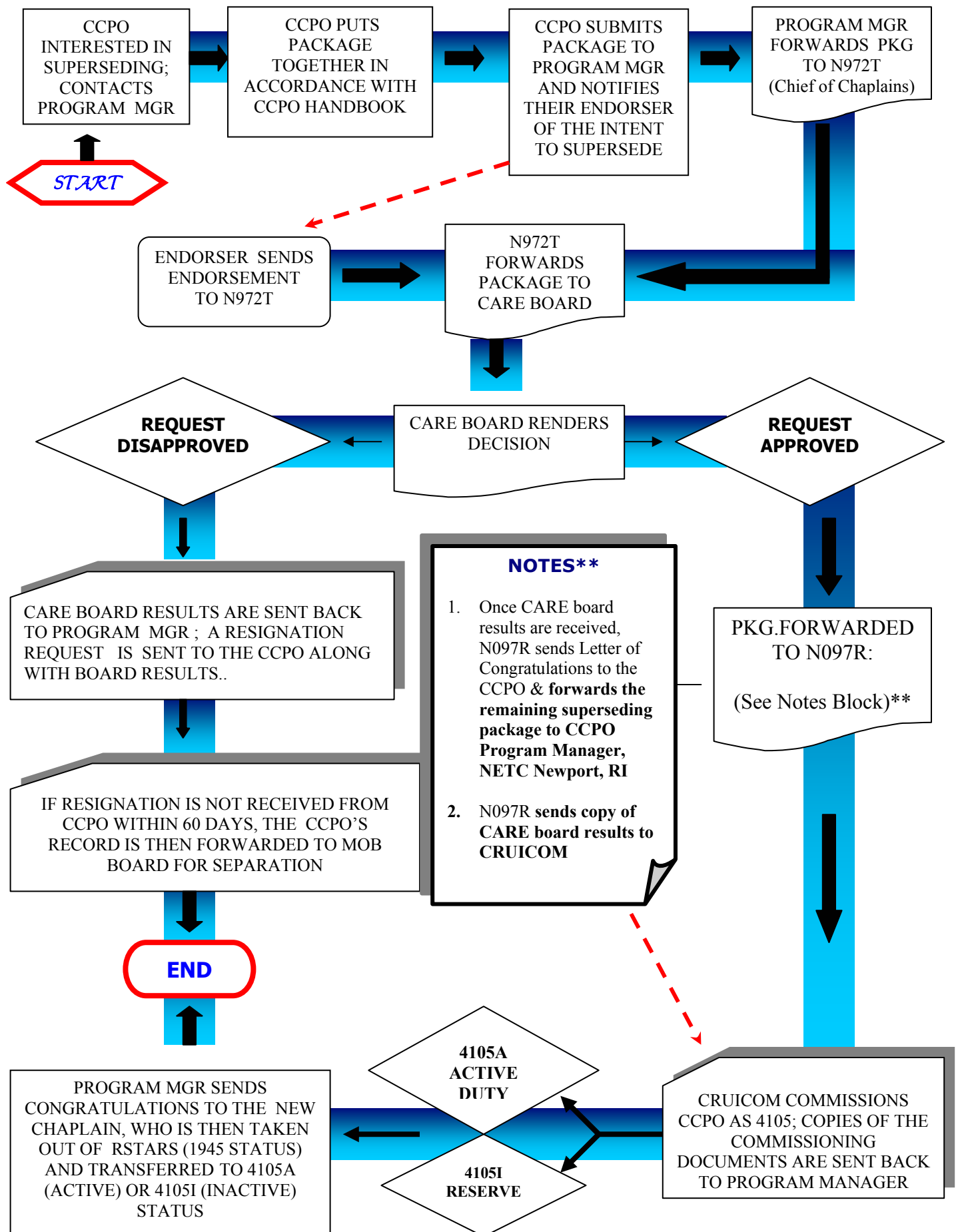
- a) A "superseding request format." This contains a request sample letter
- b) A "superseding item checklist," indicating all of the necessary items to be submitted in the superseding package. This checklist includes:
 - Ecclesiastical Endorsement (Sent directly to Chief of Chaplains Office)
 - Official Transcript(s) of Seminary Education
 - Report of Medical History (SF-93) or (DD Form 2807-1)
 - Report of Medical Exam (SF-88) or (DD Form 2808)
 - Copies of all CCPO Fitness Reports
 - Amplified Resume
 - NAVPERS 1070/10 (Officer Photograph Submission Sheet with Photograph)
- c) A blank NAVPERS 1070/10 Officer Photograph Submission Sheet

SUPERSEDING

Chaplain Candidates are selected by the Chaplain Accession & Recall Eligibility Board (CARE) to supersede into the Regular Naval Reserve (4105 officer designator.) Once a Chaplain Candidate is selected, the CARE Board will forward a "superseding approval memo" and a "control and processing record" to Commander, Naval Recruiting Command (CRUITCOM). CRUITCOM will send re-commissioning documents to the Chaplain Candidate. The original superseding package is returned to the Program Manager in Newport, RI. Newly re-commissioned 4105 chaplains are transferred out of the CCPO Program through the NSIPS system.



Superseding Flowchart



SUPERSEDING APPOINTMENT REQUEST FORMAT

SAMPLE LETTER

(Date DD MMM YY)

From: LTJG Jane/John P. Jones, USNR, 123-45-6789/1945

To: Officer In Charge, NRSE Chaplain Student Unit

Subj: SUPERSEDING APPOINTMENT REQUEST TO DESIGNATOR 4105 (ACTIVE DUTY or INACTIVE DUTY)

Encl: (1) Report of Medical History (SF-93) DD Form 2807-1
(2) Report of Medical Examination (SF-88) or DD Form 2808
(3) Copy of CCPO (Designator 1945) Fitness Reports
(4) Amplified Resume
(5) Photograph
(6) Educational Transcripts (sealed)

1. I request a superseding appointment to the Chaplain Corps, United States Naval Reserve, active duty (give date you will be available to begin active duty), or inactive duty.

2. Enclosures (1) through (6) support my request.

3. My endorser has advised me that an ecclesiastical endorsement (DD Form 2088) will be mailed to the Office of the Chief of Chaplains by (specify date).

(Signature)
JANE/JOHN P. JONES
LTJG, USNR

CHECKLIST

MEDICAL: Contact the nearest Naval Reserve activity to request a complete physical examination. Obtain completed copies of SF-93 or DD Form 2807-1 and SF-88 or DD Form 2808.

PHOTOGRAPH: Must be 4x5 full length, black and white, standing slightly turned to the side in summer white or service khaki uniform, without cover.

CCPO FITREPS: Include a copy of each fitness report you have received.

RESUME: There is no set "Navy way." Resume should include:

a. Personal information: name, address, phone number, marital status, number of children, names, ages, etc.

b. Ministerial experience: Churches or synagogues served, positions held, responsibilities, etc.

c. References: list names and addresses of three persons (pastor, friend, seminary professor, etc.) who may be contacted as character references.

EDUCATIONAL TRANSCRIPTS: Include sealed educational transcripts with superseding package.

MAIL ENTIRE PACKAGE TO: Naval Chaplains School, NETC
NRSE Chaplain Student Unit
114 Porter Avenue
Newport, RI 02841-1210

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Chaplain Candidate Program Officer

Information Site

Other Important Web Sites

Chief of Chaplains Washington, DC	http://www.chaplain.navy.mil
Naval Chaplains School Newport, RI	http://www.cnet.navy.mil/newport/chaplain
Chaplain Resource Board Norfolk, VA	http://www.chaplain.navy.mil
Bureau of Naval Personnel (BUPERS) Millington, TN	http://www.bupers.navy.mil
Naval Reserve Personnel Center New Orleans, LA	http://www.nrpweb.nola.navy.mil/
Department of the Navy Washington, DC.	http://www.navy.mil
US Marine Corps Washington, DC.....	http://www.usmc.mil
US Coast Guard	http://www.uscg.mil
Chaplain Recruiting.....	http://www.navy.com/traincareer/chaplain.jsp

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Basic Training

Naval Chaplain Basic Course (NCBC)

Course Mission Statement: To indoctrinate new chaplains and chaplain candidates in the military organization and structure so they can function as junior officers in the Sea Services. Also, to assist new chaplains and chaplain candidates to employ their professional skills as clergy within the pluralistic context of the Sea Services.

Division Officer Capstone (DOC)

Course Mission Statement: To provide advanced training and education in the concepts, philosophies, elements, tools, and practices of effective leadership and management required to function as an effective Division Officer. The course focuses on leadership models, management skills and concerns, communication skills, and discussions of pertinent personnel issues related to both leadership and management effectiveness, with major emphasis on situational leadership, quality, values, and ethics. Students will be afforded opportunities to apply the various models and techniques through combinations of discussions, problem-solving exercises, case studies, and role playing scenarios.

Amphibious/Expeditionary Course (AMEX)

Course Mission Statement: The Amphibious Expeditionary Chaplain Course provides an indoctrination program for active duty, reservists, and Chaplain Candidate Program Officers (CCPOs). It is designed to provide practical tools and programming that empower chaplains to respond immediately to the needs of amphibious and Marine commands and ensure for Chaplain Corps global availability.

Tools, Empowerment, and Ministry Skills Course (TEAMS)

Course Mission Statement: The TEAMS course provides an indoctrination program, immediately preceding accession to active duty, designed to provide practical tools and programming that empower chaplains to respond immediately to the needs of commands. Reservists are not required or expected to attend this course unless reporting to active duty.

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Training Schedule FY 03

(Revised: November 2001)

Naval Chaplain Basic Course (NCBC)

21 Jan 03
9 Jun 03
2 Sep 03

Division Officer Capstone (DOC)

3 Mar 03
21 Jul 03
13 Oct 03

Amphibious/Expeditionary Course (AMEX)

10 Mar 03
26 Jul 03
18 Oct 03

Tools, Empowerment & Ministry Skills Course (TEAMS)

19 Mar 03
6 Aug 03
29 Oct 03

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CHAPLAIN CANDIDATE PROGRAM OFFICER (CCPO) ANNUAL UPDATE

To remain eligible in the CCPO Program you must complete and submit this form each year.

Name: _____
(Rank) (First) (MI) (Last)

Current Address: _____ Current Phone: Home _____
Work _____
Email: _____

Alternate Point of Contact: Name/Relationship: _____
Phone _____

Religious Affiliation/Diocese: (Please be specific) _____
Who is your endorsing agent? _____

-----CERTIFICATION OF STATUS-----

1. I am a full-time student in seminary or graduate religious school YES NO
Anticipated date of graduation: _____
Name of school: _____
2. I am ordained YES NO
Anticipated/actual date of ordination: _____
3. I am eligible for ecclesiastical endorsement YES NO
Anticipated date of application for superseding endorsement _____
4. I desire active duty YES NO
If yes, when: _____
5. If eligible for ecclesiastical endorsement and have not applied for superseding appointment, explain:

6. Portion of Basic Course completed: Basic Course/BOLTC or DOC/AMEX Anticipated/actual date of completion: _____
7. Recent OJT experiences:

PRIVACY ACT STATEMENT: Authority to request this information is derived from United States Code, 301 Department Regulations. The principal purpose is to keep your records up to date. This information will be used by the Department of the Navy. The form is subsequently filed in an individual's Officer Personnel Record for any routine personnel management action required. Disclosure of the information requested is mandatory.

Signature: _____ Date: _____

Mail this form to:
Naval Chaplains School, NETC
NRSE CHAPLAIN OFFICER STUDENT UNIT
114 Porter Avenue
Newport, RI 02841-1210
Phone: (401) 841-7912 or 1-800-535-9026 or DSN 948-7912
Fax: (401) 841-7045

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BASIC CHAPLAIN COURSE / OJT / ADT APPLICATION

RANK _____ NAME _____ SSN _____
HOME PHONE () _____ WORK PHONE () _____
DENOMINATION _____ HT _____ WT _____ GENDER _____
ADDRESS _____
MARITAL STATUS _____ NUMBER OF DEPENDENTS _____
PAY ENTRY BASE DATE _____ DATE OF RANK _____
PRIOR SERVICE: YES / NO OVER FOUR YEARS OF ENLISTED SERVICE: YES / NO

OJT ELIGIBILITY REQUIREMENTS

- | | |
|---|--|
| _____ Submit request 45 days in advance | _____ OJT's are normally limited to 26 day periods |
| _____ Must be a full time seminarian or
within one year of graduation and
not yet ordained. | _____ Must be within HT/WT standard and medically
qualified |
| | _____ Must have completed full Basic Course |

GUIDELINES

- | | |
|--|--|
| - OJT's granted based on available training days | - Normally OJT's will be assigned regionally |
| - Rental cars are not authorized | |

DUTY CHOICES (Prioritize top three choices)

- | | |
|---|-----------------------------------|
| _____ Marine Corps FMF (possible field environment) | _____ Marine Corps base |
| _____ Naval Mobile Construction Battalion (SEABEES) | _____ Hospital |
| _____ Ship / Group / Squadron (possibly underway) | _____ Naval Base / Station |
| _____ Training Command (Navy/Marine) | _____ Naval Chaplain Basic Course |
| _____ Other: _____ | |

MODE OF TRAVEL: Personal Car / Plane Ticket Airport? _____

DATES AVAILABLE FOR OJT/ADT: 1ST possible day: _____
Last possible day: _____

COMMENTS

PRIOR OJT's IN CURRENT FISCAL YEAR

LOCATION	FROM / TO DATE
_____	_____
_____	_____
_____	_____

SIGNATURE _____ DATE _____
(VERIFIES THAT YOU MEET ALL ELIGIBILITY REQUIREMENTS AS STATED ABOVE)

MAIL TO: Naval Chaplains School, NETC
NRSE Chaplain Student Union
114 Porter Ave.
Newport, RI 02841-1210

Commercial: (401) 841-7912
Toll Free: 1-800-535-9026
Fax: (401) 841-7045

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